

OR 3910

April 22, 1999

SUBJECT: RECOGNIZING THE TROUBLED EMPLOYEE AND SOURCES OF HELP

Evan Sexton, Director of Ridgeview Employee Assistance Program (EAP) will present a "Lunch and Learn Seminar" on Recognizing the Troubled Employee and Sources of Help. The U.S. Department of Energy has a contract with Ridgeview to provide crises intervention and critical incident debriefing in the event of need at the Oak Ridge Operations Office (ORO). Mr. Sexton is the contact person. Please note below, the dates and times this seminar will be presented.

<u>DAY/DATE</u>	<u>TIME</u>	<u>LOCATION</u>
Wednesday, May 5, 1999	11:30 a.m. - 1:00 p.m.	FOB, B10-B12
Wednesday, May 12, 1999	11:30 a.m. - 1:00 p.m.	OSTI Assembly Area

Iris Housley, RN, CEAP, will speak on the ORO EAP and services available to ORO employees.

If you have any questions about the seminar, please contact Iris Housley, RN, COHN-S, CEAP, at 576-0682 or Dana Hatmaker at 576-5973.

Lois Jago, Chief
Personnel Management and
Analysis Branch